

**DRAFT AGENDA
BOARD of FINANCE
REGULAR MEETING -
TUESDAY MAY 18, 2004 at 8:15 pm
ROOM 206 TOWN HALL**

- 1) **APPOINTMENT of AUDITORS** – To review and act on the appointment of Scully and Wolf, LLP to be the auditors for the town for the next year.
- 2) **FUND BALANCE POLICY** – To discuss the need to develop a Fund Balance Policy.
- 3) **BOND ANTICIPATION NOTES – Report on the Sale of** – To receive a report from Kate Clarke on the sale of the notes including the investment of the proceeds.
- 4) **SPECIAL COMMITTEE – ASSESSOR's OFFICE** – To receive a report from Barbara Cook on the schedule for the audit.
- 5) **PARKS & RECREATION TRANSFER** . Consider and take action on the request of the Board of Selectmen for a Parks & Recreation transfer for additional funds that were needed for the Department Tree Replacement Program. The additional trees were needed for screen planting following the replacement of play equipment at Baker Park.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
A0775004-84720	Waste Containers	1,295	A0775002-82036	Tree Maintenance	1,295
TOTAL		1,295	TOTAL		1,295

- 6) **DEBT SERVICE TRANSFER:** Consider and take action on the request of the Finance Director for the following transfer:
Due to the refunding in January, we had more principal payments than budgeted, but less interest payments. This transfer will correct the situation.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount

A1002008-88820	School Bonds - Interest	84,000	A1001008-88810	School Bonds Principal	84,000
A1002008-88822	Sewer Bonds Interest	17,727	A1001008-88812	Sewer Bonds Principal	17,727
TOTAL		101,727	TOTAL		101,727

- 7) **POLICE DEPARTMENT TRANSFER:** Consider and take action on the request of the Board of Selectmen for a Police Department transfer to cover fuel oil charges that have been higher than budgeted.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
A0332313 83014	Fleet Services-Tires	1,300	A0332323 83005	Station Maint. & Oper.	1,300
TOTAL		1,300	TOTAL		1,300

- 8) **TOWN CLERK TRANSFER:** Consider and take action on the request of the Board of Selectmen for a transfer for the Town Clerk's Office needed to cover microfilming expenses.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
A 0105-46003	TC Revenue	\$2,250	A0116002 82011	Microfilming	\$2,250

- 9) **PUBLIC WORKS TRANSFER:** Consider and take action on the request of the Board of Selectmen for a Police Department transfer. The winter of 2003-2004 began early (blizzard of Dec 5-7), hit hard and lingered long. The Overtime, Motor Fuel and Lubricants, Ice Control Materials and Snow Removal Services accounts were all impacted by the severity of the winter. Fortunately, a portion of the overrun (\$33,000) is being reimbursed by FEMA.

RESOLVED:

That the following transfer of appropriations is approved for referral to the Board of Finance:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
	Contingency		A0442141-		
A0993006-86600	Fund	\$148,578	81004	Overtime Salary	\$44,000
			A0448001-		
			81004	Overtime Salary	\$8,000
			A0447011-		
			81004	Overtime Salary	\$1,200
			A0442143-		
			83021	Ice Control Materials	\$69,083
			A0448002-	Snow Removal	
			82014	SVCS	\$18,195
			A0442143-	Motor Fuel &	
			83004	Lubricant	\$8,100
	TOTAL	\$148,578		TOTAL	\$148,578

10) APPROVAL of MINUTES – Approval of minutes of following meetings:

January, 20, 2004	Special meeting
February 4, 2004	Regular meeting
February 24, 2004	Special meeting
March 2, 2004	Special meeting
March 9, 2004	Public Hearing
March 9, 2004	Special meeting
March 18, 2004	Special meeting
March 23, 2004	Special meeting
March 25, 2004	Budget meeting
March 30, 2004	Special meeting
April 1, 2004	Special meeting
April 8, 2004	Budget meeting
April 13, 2004	Budget/Special meeting
April 15, 2004	Regular meeting
April 19, 2004	Budget/Special meeting
April 21, 2004	Special meeting

11) FINANCIAL REPORTS – To review the monthly financial reports.

12) DARIEN HIGH SCHOOL CONSTRUCTION STATUS – Receive a report from John Bowes of the DHSBC on the status of the project.

13) OTHER BUSINESS (Needs two-thirds vote.)